

Program B: Office of Management and Finance

Program Authorization: R.S. 15:574.2-574.21; R.S. 15:821-840.2; R.S. 15:1111; R.S. 36:401-409; Hayes Williams, et al v. John McKeithen, et al CA 71-98-b (M.D. La.)

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance Program (which is under the authority of the undersecretary) is to provide the leadership, direction, and support to efficiently manage and account for the department's resources. The Office of Management and Finance Program is responsible for the fiscal services, information services, food services, maintenance and construction, performance audit, training, procurement and contractual review, and human resource programs of the department. The Prison Enterprises Division is also under the authority of the undersecretary.

The goals of the Office of Management and Finance Program are:

1. Provide efficient management of resources to hold down costs where possible.
2. Ensure that the department's resources are accounted for in accordance with applicable laws and regulations.
3. Provide the necessary support to all units in managing their fiscal affairs.
4. Ensure that Prison Enterprises operations meet American Correctional Association (ACA) standards.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The success of this program is reflected in the success of other programs in the Department of Public Safety and Corrections, Corrections Services.

1. (KEY) To account for and efficiently manage resources while upholding laws and regulations; educate and monitor units' fiscal matters through monthly completion of C-05-001 reports; and maintain department accreditation.

Strategic Link: This operational objective is related to the following program strategic objectives: Strategic Objective I.1: *To efficiently manage resources on an annual basis*; Strategic Objective II.1: *To ensure that the department's resources are accounted for in accordance with applicable laws and regulations*; Strategic Objective III.1: *To provide the necessary support to all units in managing their fiscal affairs*; and Strategic Objective IV.1: *To maintain department accreditation*.

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: Although corrections expenditures have been climbing steadily across the United States, Louisiana's corrections spending has expanded less dramatically than either the southern region or the nation as a whole. For example, according to U.S. Bureau of the Census data for 1997, Louisiana ranks 27th among the states in per capita spending for corrections, at \$95.81 per person. A survey conducted by Louisiana's Legislative Fiscal Office indicates that between FY 1989-1990 and FY 1999-2000, expenditures for corrections increased 125.05% in the 16-state region of the southern legislative conference. During this period, however, Louisiana had the sixth lowest increase (126.62%) in the region. All Prison Enterprises programs have met all appropriate ACA standards in cooperation with each audited adult correctional institution. Performance information for the Prison Enterprises Division may be found in Schedule 21.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Number of grants administered	28	31	28	28	22	22
K	Dollar amount of grants administered (in \$ millions)	\$12.4	\$32.5	\$12.4 ¹	\$12.4 ¹	\$29.1	\$29.1
S	Percentage of budget units having repeat audit findings from the Legislative Auditor	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%

¹ Although the performance standard for this indicator is \$12.4, the Office of Management and Finance indicates in its FY 2000-2001 First Quarter Performance Progress Report that it currently anticipates the yearend figure to be \$69 million.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$12,590,833	\$30,118,745	\$13,374,361	\$15,578,525	\$14,304,686	\$930,325
STATE GENERAL FUND BY:						
Interagency Transfers	2,500,032	3,534,995	3,534,995	3,850,211	3,850,211	315,216
Fees & Self-gen. Revenues	797,733	828,432	828,432	828,432	828,432	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	2,533,113	6,408,847	6,408,847	6,408,847	6,408,847	0
TOTAL MEANS OF FINANCING	\$18,421,711	\$40,891,019	\$24,146,635	\$26,666,015	\$25,392,176	\$1,245,541
EXPENDITURES & REQUEST:						
Salaries	\$4,596,688	\$4,492,892	\$4,571,475	\$4,699,419	\$4,352,049	(\$219,426)
Other Compensation	110,014	94,300	0	0	0	0
Related Benefits	5,870,504	6,414,681	6,430,398	8,592,817	8,527,237	2,096,839
Total Operating Expenses	2,674,400	2,790,897	2,797,224	3,382,146	2,940,511	143,287
Professional Services	622,953	1,171,248	1,171,248	1,194,673	1,171,248	0
Total Other Charges	3,993,563	25,102,601	8,246,644	8,612,302	8,401,131	154,487
Total Acq. & Major Repairs	553,589	824,400	929,646	184,658	0	(929,646)
TOTAL EXPENDITURES AND REQUEST	\$18,421,711	\$40,891,019	\$24,146,635	\$26,666,015	\$25,392,176	\$1,245,541
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	111	325	105	105	94	(11)
Unclassified	36	36	39	39	39	0
TOTAL	147	361	144	144	133	(11)

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenue and Federal Funds. The Interagency Transfers are received from the following: (1) administrative cost reimbursed from the Department of Education for the school lunch program, PIPS, Title 1, Title 2, Title 6, Drug Free Schools; (2) LCLE for special projects; (3) Department of Social Services for Title IV-E Emergency Assistance funding; and (4) security costs reimbursed by the Department of Transportation and Development for providing inmate road cleanup crews. The Fees and Self-generated Revenue are derived from the following: (1) funds collected from Prison Enterprises for postage reimbursement and administrative costs; (2) funds collected from inmate banking to cover administrative cost incurred from managing the inmate banking program; and 3) funds collected from telephone commissions. The Federal

Funds are grants received from the National Institute of Corrections; the Violent Offender/Truth in Sentencing Grant Program; and the Life Skills for State and Local Prisoners Grant Program; Youthful Offender Grant Program; and State Criminal Alien Assistance Program.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$30,118,745	\$40,891,019	361	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$111,573	\$111,573	0	Carry Forward of Operating Services, Acquisitions and Major Repairs
(\$11,666,284)	(\$11,666,284)	(220)	Distribution of medical/mental health component of the Department of Justice Settlement to the juvenile institutions
(\$5,189,673)	(\$5,189,673)	0	Distribution of the pay increase for Correctional Security Officers and the Probation and Parole Officers to the institutions
\$0	\$0	3	Increase in the Table of Organization by three unclassified positions as approved by the Commissioner of Administration on 8/11/00
\$13,374,361	\$24,146,635	144	EXISTING OPERATING BUDGET – December 15, 2000
\$91,782	\$91,782	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$54,649	\$54,649	0	Classified State Employees Merit Increases for FY 2001-2002
\$238,649	\$238,649	0	Risk Management Adjustment
(\$824,400)	(\$824,400)	0	Non-Recurring Acquisitions & Major Repairs
(\$111,573)	(\$111,573)	0	Non-Recurring Carry Forwards
\$2,466	\$2,466	0	Legislative Auditor Fees
\$47,976	\$47,976	0	UPS Fees
(\$412,950)	(\$412,950)	(10)	Personnel Reductions
(\$236,434)	(\$236,434)	0	Salary Funding from Other Line Items
(\$53,171)	(\$53,171)	0	Civil Service Fees
\$2,143,932	\$2,143,932	0	Retired Employees Group Benefits Adjustment
\$0	\$315,216	0	Other Adjustments - Increase Interagency Transfers to allow participation in Louisiana Commission on Law Enforcement grants
(\$10,601)	(\$10,601)	0	Other Adjustments - Reduction to Operating Expenses
\$0	\$0	(1)	Other Technical Adjustments - Transfer of one (1) Office Coordinator position to the Pardon Board program to properly reflect funding in the appropriate program.
\$14,304,686	\$25,392,176	133	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 107.0% of the existing operating budget. It represents 0.87% of the total request (\$29,740,844) for this program. The increase in the recommended level is primarily attributed to the adjustments necessary to fully fund the 143 recommended positions. One (1) Office Coordinator position was transferred to the Pardon Board program to properly reflect funding in the appropriate program.

PROFESSIONAL SERVICES

\$182,580	Consulting and software modification service for the Wide Area Networking Project for the Department
\$72,500	Consulting services for the Life Skills for State and Local Prisoners Grant Program
\$601,258	Consulting services for the Residential Substance Abuse Treatment Grant
\$5,854	Engineering and architectural consultant for specifications pertaining to construction and renovation projects
\$8,318	Attorneys - reimbursement to employees' attorneys in Civil Service cases the Department loses
\$79,738	Evaluation for Prison Rehabilitation Program as required by Act 138 of the 3rd Extraordinary Special Session of 1994
\$221,000	Consulting services for the Youth Transition Training Grant
\$1,171,248	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

Other Charges:

\$1,388,597	LCLE Grants for law enforcement to be awarded to the Department of Corrections
\$132,924	Legislative Auditor
\$117,404	Department of Education Grants
\$604,645	DOTD Inmate Road Crews for state inmates housed in local jails
\$5,000,000	Violent Offender Truth-in-Sentencing Grant

\$7,243,570 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$709,619	Allocation to the Department of Civil Service
\$1,452	Allocation to the Comprehensive Public Training Program
\$99,720	Allocation to the Office of Addictive Disorders
\$265,672	Allocation to the Division of Administration for Uniform Payroll System
\$1,560	Allocation to the Division of Administration for the State Register

\$19,538	Allocation to the Department of Public Safety for the provision of data processing services to support the automation of adult, juvenile and inmate banking systems.
\$60,000	Legal support to be provided by the Attorney General's Office (Department of Justice)
\$1,157,561	SUB-TOTAL INTERAGENCY TRANSFERS

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001 -2002.